Virginia Coastal Zone
MANAGEMENT PROGRAM

2010 GRANT PROPOSAL GUIDANCE

To submit your proposal for consideration, please complete the attached template. *Do not alter this template*. Please complete all fields noting character limits. Contact your Virginia CZM Project Manager if you have any questions.

Instructions for Template

Project Title. Please use the title provided by the Virginia CZM Program, if provided.

I. LEGAL APPLICANT

Name. This is the name of the person who ultimately will be responsible for the project. This is not necessarily the same person authorized to sign the contract.

Organization. Street Address. City, State, Zip. This is the name and address of the organization conducting the project.

Project Manager. Include first and last name and title of the contact person for the project. This person will receive all report reminders and will be our office's primary contact for any questions about the project.

Phone. E-mail. Contact information for the Project Manager.

II. PROJECT DETAILS

Geographic Area of Impact. List the jurisdictions to be affected by the project. Name the specific counties, cities and towns or the impacted region e.g. Hampton Roads Virginia.

Congressional District(s). Provide the federal congressional district number(s) for the stated geographic area of impact. Section 9 (Government and Elections) of the Virginia Statistical Abstract (available online at: http://www.ccps.virginia.edu:16080/demographics/statistical_abstract/statabstract.shtml) contains a map of Virginia's congressional districts.

Start and End Dates. Enter the start and end dates anticipated for the project period. Typical grants begin on October 1st and end on September 30th, however enter the dates as they apply to your project. All projects must end on a quarter (Sept 30, Dec 31, March 31 or June 30).

III. PROJECT SUMMARY

The project summary must provide a clear statement of the primary activities to be undertaken through this project. Provide a concise overview of the project including its objectives, and a brief description of the expected outcomes. Context for the project should be provided by briefly describing the coastal management problem or identified need that the project will address as well as why the project should be successful in addressing this issue. If this is a continuing project from a previous year, or builds on work previously funded by the Virginia CZM Program, briefly describe the relationship between the current proposal and past projects. Details about the project's budget and deliverables should be provided in Sections IV and V respectively. The summary must be self-contained and limited to 4000 characters, spaces included. Avoid duplicating information that will be covered later in the proposal. MS Word has a Tool function that will count characters in a highlighted block of text. Please use this tool to ensure that your description is within the character limit. If necessary, additional information on the project can be provided in Section VI - Extended Project Description however, Section VI is *not* to be used as a continuation of Section III Project Summary.

IV. BUDGET

Please note that this year we have embedded the budget as two Excel tables. You must double-click inside the tables to make them functional. Once you've double-clicked inside the tables you will be able to enter numbers in the individual cells and they will calculate. If you like, you may add functionality to the budget table that will calculate your fringe and indirect costs. You must save the entire file as a Word document using the extension .doc (not .docx .xls or .xlsx).

Federal. This column reflects the amount that will be charged to the Virginia CZM Program for the project.

Match. If applicable, this column reflects the non-federal funds that will be used to match federal CZM funds. Match can be any resources (cash or in-kind services) applied to the project as long as the source of the match is not federal funds.

Budget Narrative. There is no space limit for this narrative. Try to be as specific as possible when describing how the funds will be spent. This section serves as a budget justification for all expenses anticipated. Please see each item description below for further details on what information should be included in the budget narrative.

Personnel. For personnel being paid out of federal dollars or who are providing match, provide the name(s) and/or title(s), the annual salary, and the number of months full-time to be devoted to this project. The personnel worksheet is provided so that multiple employees to be paid out of the grant are described separately. The Personnel line items in the Budget Table should reflect the sum of <u>all</u> personnel charges (excluding Fringe). There is a formula already embedded in the Excel Personnel table to calculate the Total Personnel Cost from the Annual Salary and the Months of full-time work. However, you must <u>hardwire in the Federal and Match amounts</u> that will contribute to the Total Personnel Cost.

Example:

A planner with a salary of $42,000/year will be working on this project 20 hours a week (1/2 time) for 6 months and will be paid for this time out of the federal portion of the grant. The personnel worksheet would be filled out as follows:

Personnel	Annual Salary	Months	Federal	Match	Total
Planner	$42,000/year	3.0	$10,500	0	$10,500

Because this Planner is working ½ time for 6 months that equates to 3.0 *full-time* months charged to the grant. The $10,500 is the amount charged to the federal grant for this person's salary – not including fringe.

The total Federal amount on the Personnel worksheet must match the amount included in the Personnel cell of the Federal column on the Budget worksheet. And the total Match amount on the Personnel worksheet must match the amount included in the Personnel cell of the Match column on the Budget worksheet.

Fringe. State what the fringe rate is and what it includes. Please provide the fringe amount only in the budget table and not in the personnel worksheet. If the rate is different for various people working on the project, please note the fringe rate which applies to each individual.

Equipment. This is an item with a 'per unit' cost exceeding $5,000 and an expected life of more than one year. Additional justification is required for any equipment purchases. Contact your Virginia CZM Program Project Manager for more information.

Travel. Provide a description of the *type* and *amount* of travel estimated in the budget narrative. Travel could include vehicle mileage or other transportation costs, overnight accommodations and meals.

Supplies. Please provide a brief description of the supplies included, making it clear why they are needed to produce the project deliverables. Larger items (e.g. computers) should be specifically addressed.

Contractual. These are funds that will be subcontracted to a 3rd party. Your Virginia CZM Project Manager must approve all subcontracts before being signed.

Construction. See Section 306A funding description and link to NOAA's Section 306A guidance document on page 1. If funds are to be used for construction, land acquisition, easements or restoration, additional certifications are required before the project can commence. NOAA must approve these certifications, so contact your Virginia CZM Project Manager well in advance.

Other. Provide a description of these expenses in the budget narrative.

Total Direct. The sum of all of the above budget categories.

Indirect. If indirect cost reimbursement is being requested (or is provided as match), include the rate and how the cost is calculated in the budget narrative (e.g. indirect cost is calculated as 38% of direct

costs minus contractual" or "45% of salary and fringe costs"). Also you must submit a copy of your most recent indirect cost rate agreement with your cognizant, federal agency or some other third party.

Total. The sum of direct and indirect costs. The federal total must equal (to the dollar) the amount the Virginia CZM Program allotted for your project. If there are any discrepancies, contact your Virginia CZM Project Manager.

V. PRODUCTS

This section describes what products will be produced and delivered to the Virginia CZM Program. This does not only include final products; intermediate products (or benchmarks) are also encouraged. For example, if a draft report will be produced after six months, and a final report at the end of the grant, one product should be titled "Draft Report" with the End Date entered as six months after the start date of the grant and another product would be titled "Final Report" with an end date of the end of the grant.

Also, please avoid using "semiannual reports" as products. Semiannual reports are required by contract and are meant to show what you have accomplished to date.

In general, meeting agendas should not be provided as a product. If attending various meetings is one of the activities of the grant, we would like to see a summary of what was accomplished through attending those meetings, not just a list of meetings attended or a series of agendas.

Product Title. The products should be titled (50 characters or less including spaces) to represent the <u>tangible</u> product that will be turned in to the Virginia CZM Program. For example, if technical assistance to localities is one of the activities conducted in this project, a Product could be "Report on Technical Assistance Provided" or "Compendium of Maps Produced for Localities" or "Digital Data Layers." "Program Administration" and "Technical Assistance" are not good product titles.

Product Percentages. Grantees should assign a percentage of the total project budget to each product listed in the scope of work. Percentages should be shown on the same line following the product title as shown in the example below. Percentages should be based on the amount of the total project budget that will be dedicated to this product. Product percentages should add to 100.

Product Description. (4000 character limit.) Use this space to further describe the product. The description should be concise. The project was already described in the Project Summary section of the proposal, so this space is provided for specific information for each product. Information here might include: who will collaborate on development of the product (e.g. an advisory committee composed of…will provide input to the report) or a description of what will be included in the Product (e.g. this report will include chapters on…) and how the product will be used by resource managers.

Product Format. Copies of final products are kept on file at the VA CZM Program office and at NOAA's Office of Ocean and Coastal Resource Management. We must have **one "hard copy"** of each final product for our files and **one digital copy**. Digital product submission is required so that VA CZM can submit them digitally to NOAA Grantsonline and so that we can post final products on our website. "Product Format" should describe how you intend to submit each product. Products that are not written reports such as videos and GIS data should have formats like "2 DVD disks," or "2 CDs

with shape files and metadata." An FTP site is also acceptable to use as an avenue to provide the VA CZM Program with a digital product.

> Example:
> <u>Product # 1</u>
>   *Title*: Literature Search Report
> *Percent of Budget*: (20%)
>   *Description*: A comprehensive literature review will be completed before…
>   **Format: 1 printed copy and 1 digital (MS Word) copy**
>   *Timeframe*: Start: October 1, 2009
>   End: December 31, 2009

Product Timeframe. In addition to the project timeline described below, use this timeframe to accurately reflect the sequence of the project. If Product #2 will be started after the completion of Product #1 then the timeframe of each product should reflect that sequence.

VI. PROJECT TIMELINE. Grantees should develop a project timeline that includes all important benchmarks for project completion. The intent of the timeline is to provide both the grantee and Virginia CZM Program staff with an outline of tasks to be completed and a timeframe for their completion. It should provide a means for tracking project progress throughout the grant as well as a tool for planning necessary grant activities. The timeline should be located after the last deliverable on the scope of work and follow a simple date – benchmark format as illustrated in the example below. Important items to list on the timeline include the formation of committees, committee meetings, meetings with Virginia CZM Program staff, deadlines for comments, interim deliverables and submission of signage or outreach materials to the Virginia CZM Program for review. Dates should be specific where possible. (This should be a timeline for the entire project, not a timeline for each deliverable.)

> *Example:*
>
> October – Form technical advisory committee & hold initial meeting
> October / December – Literature search & data acquisition
> January – Second committee meeting, draft technical report distributed
> February 15 – Deadline for committee comments on report
> March 1 – Meet w/ Virginia CZM Program staff
> March 15 – Final technical report completed
> March – Form local government review committee & hold first meeting
> April / July – Implementation Plan drafted
> June – Second local government review committee meeting
> July 31 – Draft Implementation Plan mailed to committee and Virginia CZM staff
> August – Final local government review committee meeting
> August 1 – Draft layout of project brochure sent to Virginia CZM Program for review
> August 31 – Final draft of implementation plan mailed
> September 15 – Final deadline for comments
> September 25 – Final report and brochure sent to printer

VII. EXTENDED PROJECT DESCRIPTION

This section is optional and limited to 2000 characters. It should include only information that expands on, or supports, concepts included in the Project Summary. Do not use this section as a continuation of the Project Summary. The Project Summary should be constructed as an abstract of the project that can be used independently to provide an overview.